

**Allegan District Library
Board of Trustees
December 16, 2019**

Call to Order: The regular monthly board meeting was called to order by President Kiella at 7:02 PM.

Trustees present: Michael Kiella
Chris Antkoviak
Sue Buese
Keith Behm
Marty McLeod
Peter Savage
Kevin Huff

Also present: Ryan Deery, Director
Devin Erlandson, Assistant Director
Billie Spicer, Administrative Assistant

Pledge: Pledge of Allegiance was recited by all present.

Corrections/additions to the agenda, excusing of absences: Securing a File Cabinet added as Action on Committee Reports #4; Bylaws Committee update added as Old Business #1; and Notification and Acceptance of Director Deery's Resignation, Appointment of Interim Director, and Search Committee was added as #1-3 respectively to New Business.

Verification of Quorum: Quorum is present.

Consent Agenda:

Motion: Trustee Savage moved to accept the consent agenda items, Trustee Huff support, passed.

Public Comment: None

Action on Committee Reports:

- 1. Personnel: Personnel Policy Employee Breaks Revision; Motion, McLeod:** The Board discussed the suggested policy revision allowing library staff to opt out of taking the additional 30 minute unpaid break in lieu of a shorter work day. The change would have no impact on library services or staffing needs.

Motion: Trustee McLeod moved to approve the Personnel Policy Employee Breaks Revision, Trustee Buese support, passed.

- 2. Facilities: ADL Loan Policy Revision; Motion, Kiella:** The Board discussed changing the current new DVD loan period from 3 days to 1 week. In doing so, Director Deery and library staff hope this will lead to greater patron satisfaction and less negotiation over late fees. The library budget has room to account for the loss in fine revenue.

Motion: Trustee Kiella moved to approve the ADL Loan Policy Revision, Trustee Huff support, passed.

- 3. Facilities: Report on Coffee Question; Behm:** Due to recent patron requests, the Board discussed coffee being for sale in the library and decided to table the idea stating that overall cost, staff time, cleaning, stocking and maintenance was too much at this time.
- 4. Facilities: Secure Filing Cabinet, Kiella:** President Kiella indicated that the Facilities Committee discussed the filing cabinet and retention policy but realized the library does not have a policy accounting for this practice and indicated that a policy will be written.

Action on bills to be paid: Due to an additional invoice that was paid after the initial board packet was distributed the bills paid by the Friends of the Library has increased by \$2,500 changing the amount from \$176.33 to \$2,676.33 and the total November 2019 bills & payroll from \$90,709.36 to \$93,209.36

Motion: Trustee Huff moved to pay the December bills and payroll in the amount of \$93,209.36, Trustee McLeod support, passed.

Communications: Mr. and Mrs. Massie expressed concern over the library's ability to retain good employees due to its current pay structure and asked the Board to review current employee salaries and benefits. After this request Director Deery had an in-depth conversation with the Massies to explain the library's salary and benefit tiers. The Board agreed that the Personnel Committee will continue to review pay levels every other year, and while they feel Director Deery did a great job explaining the current system, Secretary Buese will email the Massies a formal response from the Board.

Old Business:

- 1. Bylaws Committee: Update, Kiella:** Trustees Antkoviak, Buese, and McLeod have volunteered to be on the Bylaws Committee which will review Article III Section 2-Term of office to address tenure for board positions. President Kiella stated the Bylaws Committee has been established and requested that a report be made at the February meeting.

New Business:

- 1. Notification and Acceptance of Director Deery's Resignation:** President Kiella met with Director Deery on December 6, 2019 to receive his Letter of Resignation and to assure that all guidelines pertaining to said resignation were followed.

Motion: Trustee Antkoviak moved to accept Director Deery's resignation, Trustee McLeod support, passed.

- 2. Appointment of Interim Director:** Upon recommendation from Director Deery, the Executive Committee asked Assistant Director Erlandson if she would accept the role of Interim Director. While Assistant Director Erlandson is not currently interested in becoming the full time Director of the library she has agreed to accept the position upon ratification of a work agreement between herself and the Board.

Motion: Trustee Huff moved to proceed to in good will in acceptance of a work agreement by the end of the first week in January, Trustee Behm support, passed.

- 3. Search Committee:** The Board had a lengthy discussion about the formation of a Search Committee to hire a new Library Director. With all board members volunteering, it will be a

committee of the whole. Director Deery provided the Board with the names of two firms who may be utilized to aide in the search if the Board deems this is necessary.

Board Comments: The trustees and Assistant Director Erlandson gave Director Deery their understanding, gratitude, and well wishes stating that he will be missed. Everyone wished one another a happy holiday.

Adjournment

By acclaim the meeting was adjourned at 9:01 PM. Next board meeting is January 20, 2020.

Billie Spicer

Administrative Assistant